

Science Technician – Job Description

Reporting to: Headteacher/ Head of Science

Band/ Scale: Band 4, Scale Points 11 - 17

Core purpose

To provide technician support to the Science Learning Area

Specific areas of responsibility and key tasks:

Support the Student

- To organise technical support for practical work across KS3, KS4 and KS5 Biology, Chemistry and Physics.
- To assist the science teacher and/or pupils in supporting laboratory investigations across all Key Stages. This may include giving assistance/advice to Trainee teachers and ECT's.
- To prepare materials, stock and standard solutions and apparatus as required for demonstrations, experiments, and practical work.
- Recovery of residues.
- Sterilisation of apparatus.
- Care of animals and plants kept for observation and experimental purposes.
- To test experiments and practical work to ensure they work satisfactorily (including devising new practical work). This may involve construction of equipment.
- To assist with the introduction of New Technology (use of 'IT' in practical sessions and demonstrations).
- To carry out and where appropriate assist with the implementation of Health and Safety procedures within the laboratory. Attend courses to keep up with current legislation.
- To be responsible for cleaning, storage, inspection and maintenance of laboratory and safety equipment.
- To identify and report any repairs or improvements that can be made to the maintenance and upkeep of the science laboratories.
- To organise and maintain resource materials for science. Operate and administer stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking delivery, and coordinating common stock between sections.
- To ensure the safe disposal of chemical and biological residues and other waste material.
- To operate laboratory documentation system (cataloguing, filing, worksheets etc.).
- To maintain a good stock of necessary materials for the construction of science



apparatus.

- To keep legal records (alcohols, poisons, flammables radioactive sources etc.).
- To discuss with Head of Department and other teachers possible developments arising out of curriculum changes and to offer advice on the implication of such changes on resources, workload and other technical issues.

Skills and Abilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

- Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.

Whole Academy Responsibilities

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
- Support the catholic ethos of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

General

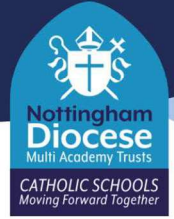
To work in collaboration with other Trust Academies, sharing good practice and supporting during time of absence and/or heavy workload.

- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.



OUR LADY OF LOURDES

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- The duties and responsibilities of the post will evolve with the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

CATEGORY/ITEM	ESSENTIAL	DESIRABLE	EVIDENCE
Experience			
- Experience of working with members of the public including young people in the 11 – 19 age range.	Y		ARI
- Experience of working in a laboratory	Y		ARI
- Experience of working in a school laboratory		Y	ARI
Education and Training			
- Good standard of education to A-level standard in a science subject	Y		AI
- A- Level in Biology/Chemistry/Physics	Y		AI
- Science related degree		Y	AI
- Relevant professional qualification		Y	AI
- Child Protection/Safeguarding		Y	AI
Knowledge			
- Health and Safety/CLEAPPS	Y		ARI
- Understanding of Science curriculum from Key Stage 3 to Key Stage 5		Y	ARI
Skills/Aptitudes			
- Planning and prioritising skills	Y		ARI
- Team Work	Y		ARI
- Flexibility/adaptability	Y		ARI
- Ability to meet deadlines	Y		ARI
- Excellent communication skills	Y		ARI
- Good attention to detail	Y		ARI
- Commitment to improving the quality of education for all our students	Y		ARI
Specific Requirements			
Confidentiality awareness	Y		ARI
Suitability to work with children			
Enhanced DBS clearance	Y		R

A Application Form R References
I Interview T Test